

Equality, diversity and inclusion policy

PayStream is committed to encouraging equality, diversity and inclusion among our workforce, and does not condone any forms of unlawful or unfair discrimination, including on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, or marital status. The aim is for our workforce to be truly representative of all sections of society and for each employee to feel respected and able to give their best.

Definitions

External Staff shall mean; individuals employed or engaged by PayStream under our either our umbrella or CIS model who fulfil temporary assignments on PayStream's for the benefit of third parties.

Internal Staff shall mean; internal staff employed or engaged to work for PayStream Accounting Services

PayStream shall mean; either PayStream My Max Limited, PayStream My Max 2 Limited or PayStream My Max 3 Limited, as relevant

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in the employment of PayStream
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace
2. Do what we can alongside those within the contractual chain to ensure a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training Internal Staff about their responsibilities under our internal Equal Opportunities and Dignity at Work Policy, which includes conducting themselves to assist PayStream to provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination.

All External Staff should understand that they, as well as PayStream, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by and/or of our External Staff in the course of the PayStream's work activities.

Such acts will be dealt with as misconduct under our grievance and/or disciplinary procedures, and appropriate action will be taken.

Those who believe they have experienced or are experiencing any form of discrimination, harassment or victimisation should speak in the first instance to their line manager. If an employee feels unable to discuss the matter with the line manager then the appropriate point of contact is the Legal Team (legal.support@paystream.co.uk).

Particularly serious complaints of bullying, harassment, victimisation and unlawful discrimination by our External Staff could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Where relevant, make opportunities for training and development available to all staff and make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
5. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

Our disciplinary and grievance procedures

Details of PayStream's grievance and disciplinary and policies and Complaint procedures can be found on our online portal and includes information as to who to raise a grievance and/or complaint. Use of these procedures does not affect any employee's right to make a claim to an employment tribunal.

This policy does not form part of the Contract of Employment and may be changed by the Company in its discretion from time to time.